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ABSTRACT

Designed for board members, this manual includes basic information applicable to any public library trustee. General information is provided and trustee responsibilities and duties are outlined. Appendixes include the North Dakota Public Library Law, a monthly report form, the library bill of rights, and a 16-item bibliography of books, periodicals, and audiovisual materials. (DS)

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NORTH DAKOTA PUBLIC LIBRARY TRUSTEES MANUAL

U.S. DEPARTMENT OF HEALTH
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prepared by

THE TRUSTEES SECTION

NORTH DAKOTA LIBRARY ASSOCIATION

IR 002 975

NORTH DAKOTA STATE LIBRARY
BISMARCK, NORTH DAKOTA
1976

RICHARD J. WOLFERT
STATE LIBRARIAN

NORTH DAKOTA

PUBLIC LIBRARY

TRUSTEES MANUAL

PREPARED BY

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REVISED EDITION

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PREFACE

The purpose of this publication is to serve as a reference manual for the public library board members of the state of North Dakota. It includes basic information that every North Dakota public library trustee should have and suggestions that will help him become an active, creative board member of real value not only to his library and community, but to libraries and library services in our state.

RICHARD J. WOLFERT
State Librarian

- FOREWORD -

Being a member of a Public Library Board of Trustees can be an interesting, educational, sometimes really challenging experience. It can even be fun, too, if you don't start off by considering it a burden and a bore. Very likely you haven't been on the Board long enough to feel entirely comfortable with its vocabulary, its responsibilities, the librarian and the other Board members.

Give yourself a chance.

This trustees manual is deliberately designed to give you only the bare bones of library trusteeship at first: to help you understand what is going on at Board meetings, what is expected of you as a Board member, and what the limits of Board responsibilities are.

The reading list and appendices (beginning on page 13) will give you additional information and answers to questions which will undoubtedly arise. If you don't find the answers here, consult your Board chairman, your librarian, or the State Librarian. There will always be people ready to help you.

Help was forthcoming to the drafters of this manual. We happily acknowledge the ideas and information culled from other states' library trustees manuals, from issuances of the North Dakota State Library, and from sources listed in the aforementioned trustees reading list.

GOOD PUBLIC LIBRARY SERVICE:

Brings people and information together.

Is an important public resource for educational and leisure-time interests of residents of the library area.

Stimulates interest in the old and the new, and helps to satisfy the limitless demands of human curiosity.

Provides books, periodicals and other library materials, and fills information requests from an organized collection administered by a competent staff ready to give good service.

Is readily accessible to all residents and all age groups.

Offers statewide service through interlibrary cooperation.

A GOOD PUBLIC LIBRARY TRUSTEE: [1]

Understands the community, its needs and resources.

Attends Board meetings and works actively for better library services.

Has an open mind and keeps informed on library activities and new developments.

Is willing to discuss with local tax-levying authorities the financial requirements for library services and to make every effort to obtain funds necessary for serving the library area.

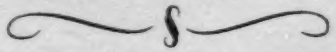
A GOOD LIBRARY BOARD OF TRUSTEES:

Represents among its members a diversity of interests and occupations.

Has an acquaintanceship with community leaders and organizations.

Is informed on state public library law,[2] local provisions and Board policies under which the library service operates, and is acquainted with federal provisions which concern libraries. An understanding of library laws and their application to your library may lead to suggestions for updating the laws to meet current needs for improved library services.

"APPOINTMENT TO A LIBRARY BOARD CONSTITUTES A PUBLIC TRUST"



1. *See APPENDIX NO. 8*
2. *See APPENDIX NO. 2*

BOARD RESPONSIBILITIES INCLUDE:

Selection of a competent administrative librarian.

Formulation and review of written policies relating to the provision of local library services.

Written bylaws to govern the activities of the Board.

Obtaining adequate financial support for the library.

Supervision of proper financial records and reports.[3]

Promotion of legislation and local decisions which will improve library services.

Expansion of trustee effectiveness through active membership in library organizations.

THE BOARD SHARES WITH THE ADMINISTRATIVE LIBRARIAN:

Responsibility for preparation of the budget and its presentation at budget hearings.

Planning improvement of services and allowance for growth.

Planning for and participating in an active public relations program.

3. *See APPENDIX NO. 3*

SELECTION OF AN ADMINISTRATIVE LIBRARIAN

The selection of a competent administrative librarian is the most important duty of the Board. Trustees of a small library have a difficult time filling this post. Factors to be considered in making this selection are: education and professional training, previous experience, personality, character, and special abilities, and the relation of these qualifications to the library's needs and resources.

THE BOARD SHOULD:

Decide on a salary range for the position based on the library budget appropriation and on education and experience of the applicant.

Obtain assistance in seeking qualified applicants from the State Librarian, recognized library schools and professional organizations and their publications.[4]

Check references given by applicants and evaluate the information gathered.

Arrange for personal interviews if possible and pay all or part of applicant's travel expenses.

Be aware of current practices in the library field concerning competitive salaries, length of vacations, retirement and other benefits. Also check with the State Librarian on comparable positions in local and state government.

Make a salary offer appropriate to the applicant's qualifications and the library's needs.

When the Board has made a first choice, a letter should be sent without delay notifying the applicant of his selection. A reply by wire or letter may be requested.

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4. *See APPENDIX NO. 4*

RESPONSIBILITIES OF THE ADMINISTRATIVE LIBRARIAN INCLUDE:

Administration of library services and management of facilities.

Selection and supervision of personnel.

Supervision of library programs and selection of library materials and equipment.

Maintaining financial and operation records, and preparation of regular Board reports on the financial condition and on the operation of the library.

Attendance at Board meetings except those which consider the librarian's own employment, salary and performance.

Advising the Board on policies and on improving and extending library services.

Implementing improvements and new services.

Preparation of reports for the State Library, other governmental bodies and the public.

Keeping informed on significant developments in the library world through various media and attendance at state, regional and national library meetings and workshops.

"a library is a librarian -
otherwise a vending machine would do"

LIBRARY MATERIALS SELECTION POLICY: THE BOARD'S RESPONSIBILITY

The library policy regarding selection of library materials should make clear the determination of the Board to defend the principles of the freedom to read,[5] look and listen.

Selected library materials should reflect the varied religious, cultural and ethnic backgrounds and the many interests and educational levels of our society--the American community.

The collection should present a variety of opinion and opposing points of view on matters of public interest in accordance with unbiased, factual or objective criteria.

The policy should state that censorship of information is an individual matter, and the Board should be ready to support the librarian if a censorship challenge arises.

SELECTION OF LIBRARY MATERIALS: THE LIBRARIAN'S RESPONSIBILITY

Selecting library materials to add to the collection is one of the chief responsibilities of the administrative librarian.

Board policy should be observed, of course, in making selections. Professional library selection tools and professional training should be heavily relied upon, and community needs and special interests given consideration.

Within the limits of the library's financial resources, the collection should include a variety of materials to provide a balanced collection. Trustees should not assume or interfere with this important professional function. To maintain a balanced collection, one of the librarian's professional duties is to withdraw library materials from the collection which contain outdated or incorrect information, are in poor physical condition, or considered no longer useful.

A good public library will present fresh, timely materials. Older, still useful items should be kept in good condition by proper care and repair.

If the library is too small to warrant the services of a professional librarian on the staff, it would be well for the Board to seek assistance through the State Librarian on the matter of materials selection and "weeding."

5. *See APPENDIX NO. 5*

BOARD ORGANIZATION AND MEETINGS

The Board should have written bylaws[6] and rules for the conduct of its business and regular meetings. Such regulations will include:

- place and time of regular meetings
- procedure for calling special meetings
- definition of a quorum
- designation of officers, length of term and method of election
- procedure for amending the bylaws and rules
- use of parliamentary procedure

The chairman (or president), in cooperation with the librarian, should plan the agenda for each meeting and mail it in advance to all Board members. Resource material and reports, when available, should be included with the agenda to help prepare Board members for the business to be discussed.

The secretary will record accurate and complete minutes of each meeting to be filed in the permanent records of the library. Copies of minutes should be sent to each Board member before the next meeting.

A suggested order of business:

- call to order, record the time
- record of members present, absent, guests
- approval of minutes of previous meeting
- correspondence and communications
- financial report, approval of expenditures
- librarian's report
- report of committees
- unfinished business
- new business
- adjournment, record the time

6. *See APPENDIX NO. 6*

TRUSTEES AND THE NORTH DAKOTA STATE LIBRARY

Since 1907 the State Library has helped to formulate and administer the library laws of North Dakota relating to public libraries and their services. It has furnished advisory services to local public libraries and provided library service to state government agencies and institutions. The State Library is responsible for the expenditure of state library funds, and it administers federal funds made available for public libraries in North Dakota. Its influence and leadership are major factors in improving the quality of public library services and in expanding library services throughout the state.[7]

In the past, citizens in communities, large and small, have sought the advice of the State Librarian before establishing a public library. Recently, as more emphasis is placed on inter-library cooperation and intercommunity library systems, it becomes even more important to consult with the State Library before establishing a new library or doing extensive expansion planning for a functioning library. New laws and new financial resources may greatly affect a library board's plans. The State Library is a service agency, and boards of trustees and librarians may benefit their library immeasurably by consulting with its staff.

A LEADER HAS two important characteristics: first, he is going somewhere; second, he is able to persuade other people to go with him.

7. *See APPENDIX NO. 7*

TRUSTEES AND INTERLIBRARY COOPERATION

Interlibrary cooperation, if actively supported, makes it possible for the total library resources of the locality, the state and the nation to be available to everyone within that vast geographical area. One such functioning activity is described in the paragraph below. Library trustees should be alert to other possibilities for interlibrary cooperation and establish policies to encourage their development.

NORTH DAKOTA NETWORK FOR KNOWLEDGE

A statewide network of library intercommunication is headquartered in the North Dakota State Library in Bismarck. It is the "Network for Knowledge", a telephone-teletype communication system which facilitates the location and dispatch of books, periodicals and reference information to and from the various libraries located within and without the state.

Any North Dakotan may make use of the network through his local library or by contacting the State Library directly if there is no local library in his community.

LIBRARY ORGANIZATIONS

Memberhip in the Trustee Section of the North Dakota Library Association and participation in the meetings of the Association provide valuable information, education and contact with other trustees for the exchange of ideas and experiences. Joining with others in group action provides a more effective means to work for library legislation and to strengthen library services in the community, region and state.

At the national level, membership in the American Library Trustee Association gives the trustee a broader area of participation. The object of the parent American Library Association is to extend and improve library service and librarianship in each state and throughout the world. National conferences are held in different parts of the country each year. American Library Trustees Association dues include a subscription to American Libraries, a monthly magazine, and to The Public Library Trustee.

FRIENDS OF THE LIBRARY*

The Friends of the Library organization is made up of citizens in the library area who have a common concern for their public library and are willing to work for its expansion and improvement. They cooperate in efforts to increase public support for the library and to foster good public relations. Some of the activities of the Friends of the Library are:

encouraging library gifts, endowments and memorials.
offering volunteer help in the library.
supporting legislation for better library service.
campaigning for needed facilities - a new building, additional space, modern equipment.
providing direct financial aid by purchasing desirable items not included in the budget.
sponsoring special programs of unusual interest.

*See TRUSTEES READING LIST, below, S.L. Wallace, Friends of the Library.

PEOPLE CAN BE divided into three groups: those who make things happen, those who watch things happen, and those who wonder what happened.

JOHN W. NEWBERN

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APPENDIX NO. 1

Checklist: "The Public Library's Services"

(PROJECT EVERY LIBRARY BOARD)

Please answer the following questions on the library services now available in your community. This is only for your information and evaluation.

1. Does the public library serve all part of the community - geographic, economic, educational, occupational, religious, etc?

2. Does the library assist community organizations by helping to plan programs, provide speakers from the staff and board, prepare booklists or arrange exhibits?

3. Are there children's story hours and reading programs?

4. Are there timely exhibits and displays in the library?

5. Does the librarian borrow through interlibrary loans to supply informational needs not covered by the book stock?

6. Is service extended outside the library to hospitals, shut-ins, prisons, handicapped persons, the aged, unemployed, school dropouts, culturally disadvantaged, underprivileged?

7. Does the community know of library service through regular and frequent use of newspapers, radio, TV, direct telephone contact, exhibits outside the library and other publicity?

8. Is there a community-wide observance of National Library Week and Children's Book Week?

9. Are the monthly and annual reports made the subjects of news stories in local papers?

10. Does the public library maintain close relations with other libraries of the community, e.g., school, church, college, business libraries?

11. Does the library have a program of service for adults and young people which includes instruction in the use of books and libraries?

12. Does the library provide individual reading guidance?

13. Does the library maintain a list of community organizations?

14. Does the library sponsor programs such a discussion groups, film forums, book talks, reading programs, music appreciation, art classes, etc.?

15. Is there a continuing program to reach out to previously unserved persons?

16. Does the library cooperate with private and governmental agencies (federal, state and local) in the community educational and anti-poverty efforts such as Work-Study, Work-Training, Job Corps, Head-Start, etc.?

17. Does the library cooperate with community action and other local agencies on special programs and projects such as study centers, urban renewal, teaching illiterates, etc.?

18. List as much of the general make-up of the community as you can in five minutes with regard to age, educational level, nationality, occupation, special interest, etc.

19. List as many as you can in five minutes - the names of clubs, organizations, agencies, recreational groups, civic and service groups in your community.

APPENDIX NO. 2

PUBLIC LIBRARIES

40-38-01. PUBLIC LIBRARY AND READING ROOM--ESTABLISHMENT--ELECTION.--The governing body of any municipality or county upon petition of not less than fifty-one percent of the voters of such municipality or county as determined by the total number of votes cast at the last general election or upon a majority vote of the electors thereof shall establish and maintain public library service within its geographic limits by means of a public library and reading room or other public library service, either singly or in cooperation with the state library commission, or with one or more municipalities or counties, or by participation in an approved state plan for rendering public library service under the Library Services and Construction Act, 20 U.S.C., sections 351-358, and act(s) amendatory thereof. Such question shall be submitted to the electors upon resolution of the governing body or upon the petition of not less than twenty-five percent of that number of electors of the municipality or county that voted at the last general election, filed with the governing body not less than sixty days before the next regular election. Library service may be discontinued within any municipality or county by any of the methods by which library services may be established, except that once established, such service shall not be discontinued until after it has been in operation for at least five years from the date of establishment.

40-38-02. LIBRARY FUND--LEVY--COLLECTION--KEPT SEPARATE.--For the purpose of establishing and maintaining public library service, the governing body of a municipality or county authorizing the same shall establish a library fund. Such library fund shall consist of annually levying and causing to be collected as other taxes are collected, a municipal or county tax not to exceed four mills on the net taxable assessed valuation of property in such municipality and not to exceed two mills on the net taxable assessed valuation of property in such county, and any other moneys received for library purposes from federal, state, county, municipal, or private sources. The treasurer of the municipality or county shall keep such fund separate and apart from the other money of the county or municipality, and it shall not revert to or be considered funds on hand by the governing body at the end of any fiscal year. Such fund shall be used exclusively for the establishment and maintenance of public library service. Whenever a tax for county library service is levied, any municipality already levying a tax for public library service under the provisions of this section or other provisions of law shall, upon written application to the county board of such county, be exempted from such county tax levy to the extent that the municipality making such application levies taxes for a library fund during the year for which such tax levy is made. If such municipality has been totally exempted from participation in any prospective county library program, the phrase "not less than fifty-one percent of the voters of such municipality or county as determined by the total number of votes cast at the last general election" as stated in section 40-38-01 shall mean fifty-one percent of the total number of votes cast at the last general election in such county less the total number of votes cast at the last general election in such municipality, and if an election on the question is held, the

voters of any municipality so exempted from the county library tax shall not be entitled to vote on the establishment or discontinuance of the county library service. Upon motion of the governing body or upon petition of not less than twenty-five percent of the voters in the last general election of any city, school district, township, or county, filed not less than sixty days before the next regular election, the governing body shall submit to the voters at the next regular election the question of whether such governing body shall increase the mill levy a specified amount for public library service above the mill levy limitation set out in this section. Upon approval by sixty percent of voters voting in such election, the governing body shall increase the levy for public library service in the amount approved by the voters.

40-38-03. BOARD OF DIRECTORS--APPOINTMENT--TERM OF OFFICE--NO COMPENSATION--FILLING VACANCIES--ORGANIZATION.--The governing body of a municipality which has established a public library and reading room, or the board of county commissioners for a county library, shall appoint a board of five directors who must be residents of the municipality or county, as the case may be, to govern such library and reading room. One member of the governing body of the municipality or designated representative shall be a member of the board of directors of a municipal library, and must be a resident of the municipality which establishes and maintains such municipal library; and one member of the board of county commissioners or designated representative shall be a member of the county board of directors. The terms of office of the members of the first board of directors shall be as follows: one member shall hold office for one year; two members shall hold office for two years; and two members shall hold office for three years. The members, at their first meeting, shall determine the length of their respective terms by lot. Thereafter, the number of directors required to fill expired terms shall be appointed each year, and each such director shall hold office for a term of three years from the first day of July in the year of his appointment and until his successor has been appointed. No member of such board shall serve for more than two consectuive terms, after which an interval of one year must elapse before the same member may be reappointed. All vacancies on the board of directors shall be reported by such board to the governing body of the municipality or the board of county commissioners, as the case may be, and shall be filled thereby. However, a member of any municipal board of directors of a public library and reading room who was appointed to such position by a school board prior to July 1, 1975 may serve upon such board for the residue of his unexpired term unless such position shall otherwise become vacant. Appointments made to fill unexpired terms shall be for the residue of the term only. No compensation shall be paid or allowed to a director. Immediately after the appointment of its members, the board of directors shall meet and organize by electing a president. The governing board of a municipality or county establishing public library service may, in lieu of appointing a library board, contract directly with a library board established by another governing body of a municipality or county for the purpose of extending public library service.

40-38-04. GENERAL POWERS AND DUTIES OF BOARD OF DIRECTORS.--The board of directors shall have the following powers and duties:

1. To make and adopt such bylaws, rules, and regulations relating to the duties of the officers of the board as may be expedient and not inconsistent with the provisions of this chapter.

2. To make and adopt such bylaws, rules, and regulations for the management of the library and reading room as are expedient and not inconsistent with the provisions of this chapter.

3. To control, exclusively, the expenditures of all moneys collected for or contributed to the library fund.

4. To have the supervision, care, and custody of the library property, and of the rooms or building constructed, leased, or set apart for use of library purposes.

5. To contract to furnish library service and to receive library service from other counties, school districts, and municipalities of the state of North Dakota and adjoining states, and the state library commission.

6. To employ qualified personnel to administer the public library and dispense library services.

40-38-05. BOARD OF DIRECTORS MAY PURCHASE, BUILD, OR LEASE BUILDING FOR LIBRARY--LIBRARY BUILDING FUND--PUBLIC HEARING REQUIRED.--The board of directors, with the approval of the municipal or county governing body, may build, lease, lease-purchase, or purchase an appropriate building for a library and purchase a site therefor. Such lease, purchase, or contract shall not be valid without the approval of the governing body of the municipality or county. Prior to any actions on such proposals, the governing body shall hold a public hearing on the proposals. Notice of the hearing shall be published at least once, not less than six days prior to the hearing, in a newspaper of general circulation within the city or county. The governing body shall seek the advice and comment of the state library commission and the general public at the hearing. After such hearing, the governing body of a municipality or county may establish by resolution a library building fund for the purpose of construction, enlargement, or alteration of a building or for the purchase of an existing building to be used as a public library. The municipal or county treasurer shall place in the library building fund all moneys for such purposes as may be appropriated by the governing body or received for such purposes from federal, state, county, municipal, or private sources. The library building fund shall not revert to the library general fund or the general fund of the municipality or county without authorization by formal resolution from both the library's board of directors and the governing body of the municipality or county.

40-38-06. VOUCHERS--HOW DRAWN.--The secretary of the board of directors may draw money from the library fund upon vouchers of the board of directors without any other audit.

40-38-07. LIBRARY FREE TO INHABITANTS OF POLITICAL SUBDIVISION--SUBJECT TO RULES PUBLISHED BY BOARD OF DIRECTORS.--Every library and reading room established under this chapter shall be free for the use of inhabitants of the political subdivision where it is located subject to such reasonable rules and regulations as the board of directors may deem necessary to adopt and publish to render the use of the library and reading room of the greatest benefit. The board may exclude from the use of the library and reading room any and all persons who willfully shall violate such rules.

40-38-08. DONATIONS--HOW ACCEPTED--BOARD OF DIRECTORS AS TRUSTEE.--All persons desirous of making donations of money, books, personal property, or real estate for the benefit of the library may vest the same in the board of directors. The board shall hold and control all property accepted for the use of the library and reading room as a special trustee. The treasurer of the city or other political subdivision establishing such library shall be ex officio treasurer of the board as such special trustee, and shall, under the direction of the board, keep, invest, and disburse all funds and securities so vested in said board. Such treasurer shall be deemed a public employee and as such insured in the state bonding fund in the amount fixed by the board and at the expense of the board, as are other public employees under the provisions of chapter 26-23.

40-38-09. ANNUAL REPORT OF BOARD OF DIRECTORS--CONTENTS--TO WHOM MADE.--The board of directors shall make a report on July first of each year to the board of education or school board or board of county commissioners, as the case may be, stating:

1. The condition of the library and property;
2. The various sums of money received from all sources;
3. How much money has been expended and for what purpose;
4. The number of books and periodicals on hand;
5. The number of books and periodicals added by purchase or gift during the year and the number thereof lost or loaned out;
6. The character and kind of books contained in the library; and
7. Such other statistics, information, and suggestions as the board may deem of general interest or as may be required by the state library commission.

Copies of the report shall be filed with the governing body of the political subdivision and with the state library commission.

40-38-10. CONTRIBUTIONS BY POLITICAL SUBDIVISION TO ESTABLISHMENT OF LIBRARY WITHOUT ELECTION AUTHORIZED.--To aid and facilitate the organization of library service, the governing body of any city where the population is less than twenty-five hundred may appropriate annually from its general fund, or from any other moneys received for library purposes from federal, state, and private sources, a sum not to exceed five dollars per capita for the purchase of books and periodicals to remain the property of the city and to be loaned to any local library for free public use. The governing body shall appoint a book committee of three which shall select the books and periodicals from standard and recommended lists furnished by the state library commission. The selection so made by such committee shall be submitted to the governing body for approval and purchase by such governing body, provided that the amount so expended for such books and periodicals shall be within the amount appropriated therefor. Books and periodicals purchased with this fund shall be properly stamped as belonging to the city. Such appropriation shall be made and books and periodicals purchased without submitting the same to vote as provided in section 40-38-02. As an alternative, the governing body may contract with a library operated by a city, county, school district, or the state library commission for the provision of public library service for the city.

40-38-11. CONSOLIDATION OR MERGER OF LIBRARY SERVICES.--Upon the approval of the electors of the municipality or county thereof, and with the approval of the state library commission, public library service maintained by any municipality or county may be merged or consolidated with any other existing library service maintained by any other municipalities or counties. The merger or consolidation shall become effective only if approved by each individual municipality or county considering the question. Such mergers and consolidations shall include provision for a single library board representing the various municipalities or counties levying funds for support of library services. The method of representation on the consolidated or merged board shall be determined in the merger or consolidation agreements. Such consolidated or merged library board shall have all power and responsibilities provided in sections 40-38-04 through 40-38-09. The treasurer of the consolidated or merged library board shall receive and retain all tax funds levied for public library service by the governing boards of all municipalities and counties represented on the consolidated or merged library board. The treasurer shall pay out moneys belonging to the consolidated or merged library board only upon properly drawn vouchers, pursuant to order of the library board, by library board treasurer's checks. The funds received by the consolidated or merged library board treasurer shall not revert to or be considered funds on hand by any governmental unit furnishing the same, at the end of any biennium or fiscal year. The consolidated or merged library board treasurer shall be bonded in such amount as may be specified by resolution adopted by the consolidated or merged library board. This section shall not be construed as prohibiting an agreement between political subdivisions for the joint provision of libraries and library services pursuant to chapter 54-40, which agreement does not encompass the merger or consolidation of existing library services.

PENSION

40-46-09. WHO MAY BE RETIRED ON PENSION--AMOUNT PAID TO RETIRING EMPLOYEE.--Any appointed full-time employee, who shall be a member of a city employees' pension fund, including but not limited to librarians and other employees of a public library, and full-time employees of a city recreation commission, of a city having an employees' pension fund who shall have served two hundred forty months or more, whether or not consecutive, as an employee and shall have reached the age of sixty years, or who, while employed by such city, shall suffer permanent mental or physical disability so that he is unable to discharge his duties, shall be entitled to be retired. Upon retirement, he shall be paid out of the pension fund of such city a monthly pension of not to exceed sixty percent of one-twelfth of his highest five-year average annual earnings as provided for in the plan adopted by the governing body of the city. If any member shall have served two hundred forty months in such city employment but shall not have reached the age of sixty years, he shall be entitled to retirement, but no pension shall be paid while he lives until he reaches the age of sixty years.

MONTHLY REPORT

APPENDIX NO. 3

A. EXPENDITURES

CATEGORY	Appropriation	Expended July 1-	Bills to be paid this month	Total expended to date	Balance available
SALARIES & WAGES					
EMPLOYEE BENEFITS					
Social Security					
Retirement					
Health Insurance					
Workmen's Comp.					
LIBRARY MATERIALS					
Books					
Periodicals					
Microforms					
Audio-visual					
BUILDING & GROUNDS					
Utilities					
Insurance					
Repairs & Maintenance					
Bookmobile					
OTHER OPERATING					
Postage					
Travel					
Printing					
Memberships					
Supplies					
Binding					
Equipment Rental					
Miscellaneous					
CAPITAL EXPENSE					
Equipment					
Building					
TOTAL					

MONTHLY REPORT (cont.)

B. INCOME

	This month	Year to date
1. City		
2. County		
3. State		
4. Fines, fees, etc.		
5. Gifts		
6. Investments		
7. Photocopying		
8. Miscellaneous		
9. TOTAL		

C. REGISTRATIONS

Adult	Juvenile	Total

MONTHLY REPORT (cont.)

D. LIBRARY COLLECTION

	Books					
	Fiction	Adult Non-Fic.	Total	Juv. Total	Grand Total	Pamphl.
At beginning of month						
Added during month						
Withdrawn during month						
At end of month						
New titles added during month						

	Phonorecords					
	Tape Cassettes	Tape Cartrgs.	Tape Reels	Discs	Other	Framed Pictures
At beginning of month						
Added during month						
Withdrawn during month						
At end of month						
New titles added during month						

	Films	Film-strips	Slides	Micro-film	Micro-fiche	Other - Specify
At beginning of month						
Added during month						
Withdrawn during month						
At end of month						
New titles added during month						

E. CIRCULATION (Actual number of items loaned)

Printed Materials	Fiction	Adult Non-Fic.	Total	Juvenile	Pamphlets	Grand Total
Central library						
Bookmobiles						
Branches						
Classroom collect.						
Total						

Non-Printed Materials	Films	Phono-records	Film-strips	Framed Pictures	Slides	Total
Central library						
Bookmobiles						
Branches						
Classroom collect.						
Total						

F. INDIRECT CIRCULATION SERVICE

Number of interlibrary loans to other libraries _____
Number of interlibrary loans received by your library _____
Number of photocopies supplied in lieu of circulation _____

G. REFERENCE SERVICES GIVEN WITHIN LIBRARY

Estimate the number of reference transactions (not counted in circulation figures) to indicate the size of your reference operation.
_____ per year

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APPENDIX NO. 4

Assistance in Selection of an Administrative Librarian

Richard J. Wolfert
State Librarian
Randal Building
Highway 83 North
Bismarck, North Dakota 58505

Graduate Library Schools:

University of Illinois
Graduate School of Library Science
Urbana, Illinois 61801

University of Minnesota
Library School
Minneapolis, Minnesota 55455

University of Denver
Graduate School of Librarianship
Denver, Colorado 80210

University of Wisconsin
Library School
Madison, Wisconsin 53706

Professional Advertising Media:

American Libraries
50 East Huron Street
Chicago, Illinois 60611

Library Journal
1180 Avenue of the Americas
New York, N.Y. 10036

APPENDIX NO. 5

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race of nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

APPENDIX NO. 6

Sample Bylaws

MEETINGS: The regular monthly meeting of the Library Board shall be held at the library at a time to be determined by the members each year. The annual meeting shall be held at the time of the regular monthly meeting for the month of ..... at the usual place.

Special meetings may be called by the president of the Board, or upon written request of ..... members for the transaction of business stated in the call for the meeting.

Notice of all meetings shall be sent at least ..... days in advance.

OFFICERS: Officers of the Board shall be chosen at the regular annual meeting of the Board, and shall be as follows: president, vice-president, and secretary.

An officer may succeed himself provided, however, that a president shall not serve more than three consecutive terms.

The president shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The vice-president shall preside in the absence of the president.

The secretary shall keep a true and accurate account of all proceedings of the Board meetings, and shall certify all bills approved by the Board. (Or the librarian may be designated "as executive secretary to keep true and accurate account..." The librarian has no vote on the Board.)

QUORUM: A quorum for the transaction of Library Board business shall consist of a simple majority of the Board.

COMMITTEES: Special committees for the study and investigation of special problems may be appointed by the president, such committees to serve until completion of the work for which they were appointed.

AMENDMENTS: These bylaws may be amended by a unanimous vote at any regular meeting of the Board with a quorum present, providing the amendment was stated in the call for the meeting.

These bylaws will be in force upon adoption by the Library Board of the ..... Library on the ..... day of .....

LORD, WHEN we are wrong, make us willing to change. And when we are right, make us easy to live with.

PETER MARSHALL

APPENDIX NO. 7

Services Provided by the State Library

Serves as a statewide resource library which is available to all North Dakotans by mail, telephone, in person, or through local public, school, academic, or special libraries.

Supplements the collections of community libraries, public libraries, regional libraries, and school libraries with information and library resources which are specialized, infrequently used or generally not available in local libraries.

Operates the "North Dakota Network for Knowledge", a telephone-teletype communications system with headquarters and information center in Bismarck which facilitates the location and dispatch of books, periodicals and reference information to and from the various libraries located within and without the state. Any citizen may tap into this Network through his local library or by contacting the State Library directly.

Provides library services to state government officials and employees in the performance of their duties.

Collects publications of the various agencies of state government, maintains a depository collection of these publications, and distributes copies to depository collections at designated libraries across the state.

Provides consultant service to public librarians and trustees to aid them in improving the operation of their library and to effect better coordination in the acquisition and utilization of library materials and services.

Prepares a biennial report for the Governor and the State Director of Institutions indicating the state of library development, library needs and attainments, and providing statistical and narrative supporting data.

Establishes levels of certification for public librarians and standards of library service for public libraries.

Engages in research and development programs or contracts with other organizations to conduct such programs under its direction.

Aids and encourages the formation of new libraries and services or the merger or consolidation of existing libraries and services as studies and circumstances indicate need and feasibility.

Provides a central information center concerning libraries of the state by compiling, interpreting, and disseminating library statistics.

Develops and administers a state plan for library development which will improve and equalize library service throughout the state.

Administers the federal Library Services and Construction Act in North Dakota.

Provides educational opportunities for public librarians through tuition grants and training workshops.

Gives statewide publicity on library needs, attainments and services through its publications.

STATE LIBRARY PUBLICATIONS

Books Added, published as a selected list of items added to the State Library.

Flickertale Newsletter, published as a quick medium for news items of interest to librarians.

Recent Publications on Governmental Affairs, a publication for state government officials and employees which lists selected items on topics of interest to state government.

North Dakota State Publications, a semi-annual listing of all North Dakota state publications received by the State Library as part of the depository collection of state documents.

North Dakota Library Notes, a series of publications containing more lengthly treatment of library-oriented topics.

Tape Cassette Catalogs, a series of subject catalogs listing tape cassettes available from the State Library.

Book Catalogs, a series of subject catalogs listing books available from the State Library.

Film and Filmstrip Catalogs, a series of catalogs listing films and filmstrips available from the State Library.

RESOURCES OF THE STATE LIBRARY

General library materials - books, pamphlets, periodicals, and other printed matter; tape cassettes, 8 mm films, filmstrips, slides.

Special collections - professional material on libraries and library collections, and on library techniques, administration and education.

APPENDIX NO. 8

Library Trustees Bibliography

Young, Virginia G., editor. The Library Trustee: a practical guidebook; second edition. R. R. Bowker, New York, 1969. 242p. $8.25

This book contains much practical information on policies, bylaws, budget and finance, and has essays on practically all phases of a library board's responsibilities and interests.

The following paperbound books and pamphlets contain additional valuable information:

Batchelder, Mildred L. Public Library Trustees in the Nineteen-sixties. A.L.A., Chicago, 1969. 94p. $2.00 (ALTA Publication Number 4).

The Small Public Library: a series of guides for community librarians and trustees. A.L.A., Chicago, 1962-63. (complete set, $10.00, punched for looseleaf binder).

White, Ruth M., editor. Public Library Policies--General and Specific; revised edition. A.L.A., Chicago, 1970. 116p. $2.50 (Public Library Reporter No. 9).

Holden, Barbara B. The State Trustee Organization. A.L.A., Chicago, 1968. 29p. $1.00 (ALTA Publication No. 2).

Wallace, Sarah L., editor. Friends of the Library: organization and activities. A.L.A., Chicago, 1962. 111p. $2.50

Public Library Association. Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service. A.L.A., Chicago, 1962. 15p.

American Association of State Libraries. Standards of Library Functions at the State Level. A.L.A., Chicago, 1970. 48p.

Public Library Association. Minimum Standards for Public Library Systems, 1966. A.L.A., Chicago, 1967. 69p.

The Public Library Trustee: Image and Performance on Funding. Metuchen, N.J., Scarecrow Press, 1973. 176p.

AUDIO-VISUAL:

Multiple Choice. Colormax, 1973. 20 min., color.

A filmed introduction to the duties of the public library trustee.

Library Trusteeship. Peter Hiatt & Octavio Noda. Western Interstate Commission for Higher Education, 1973. 1 cassette, 40 slides, text.

PERIODICALS:

American Libraries. (Included in membership in American Library Association)

Leads. Western Council on Continuing Education for Library Personnel, P.O. Drawer P, Boulder, CO 80302. $8.00 per year.

Library Journal.

Public Library Trustee. (Included in membership in American Library Trustees Association)

Wilson Library Bulletin.